

ICJI Quick Start Guide

Creating a New Funding Announcement

Background: This procedure is used by Program Staff when they are directed by their Program Manager to create a Funding Announcement for multiple agencies or for a grant to a specific agency to apply on-line and when you choose not to copy basic data from a previous Funding Announcement.

Proper completion of the Funding Announcement is of the highest importance and will impact upon all other functions of the Egrants application process.

Your Program Manager must have already established the Funding Plan within Portfolio Management.

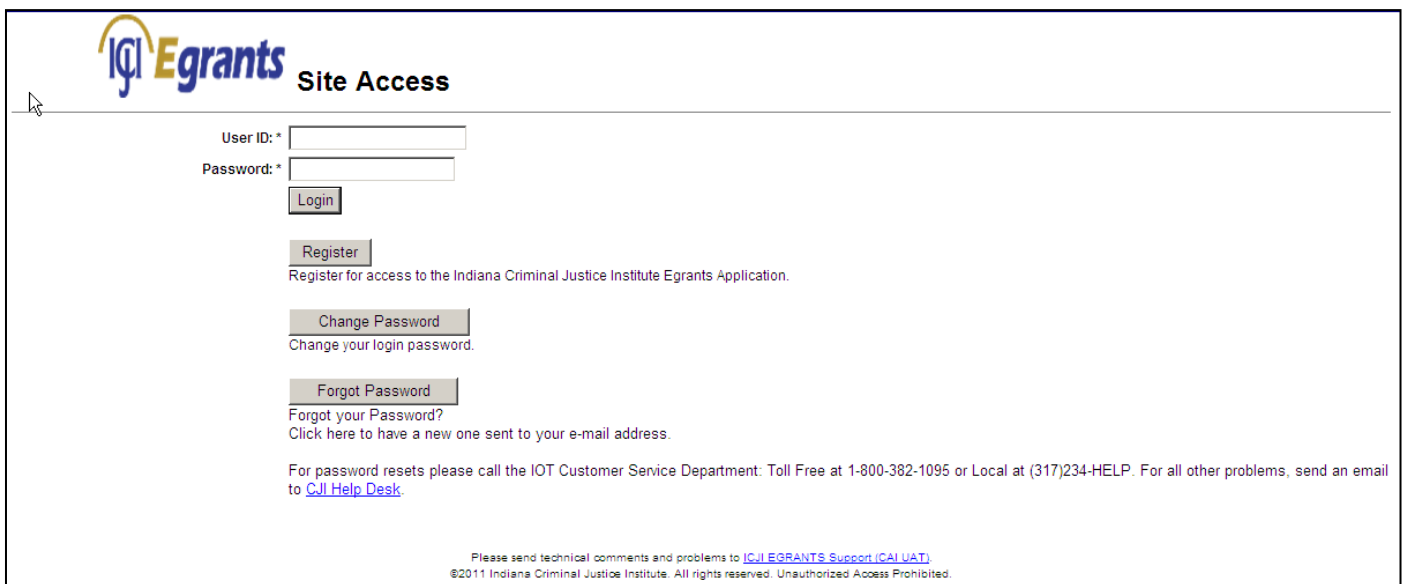
Please note: At this time, concept papers are not being submitted through Egrants.

Getting Started: Before entering a Funding Announcement into Egrants, gather together all the information you will need to include such as: Title to be used, funding plan year, funding area, open date, due date, amount to be announced, range of awards, and performance measures. It is imperative that the information provided to subgrantees in the Funding Announcement WORD document matches the information entered into the online Funding Announcement.

Important: Funding Announcements must go through the Egrants approval process before being released to the public.

Login

1. Go to the [Egrants](#) and login. The Egrants Site Access is displayed. Enter your User ID and Password and click on the Login button.



The screenshot shows the 'ICJI Egrants Site Access' login page. At the top left is the ICJI Egrants logo. Below it, there are input fields for 'User ID: *' and 'Password: *', followed by a 'Login' button. Below the login button are three more buttons: 'Register', 'Change Password', and 'Forgot Password'. Each button has a corresponding text description below it. At the bottom, there is a footer with contact information for technical support and a copyright notice.

User ID: *

Password: *

Login

Register

Register for access to the Indiana Criminal Justice Institute Egrants Application.

Change Password

Change your login password.

Forgot Password

Forgot your Password?
Click here to have a new one sent to your e-mail address.

For password resets please call the IOT Customer Service Department: Toll Free at 1-800-382-1095 or Local at (317)234-HELP. For all other problems, send an email to [CJI Help Desk](#).

Please send technical comments and problems to [ICJI EGRANTS Support \(CAJ UAT\)](#).
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2. You will be transferred to the following screen:

System will time out at: 10:54:00 AM
Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Egrants

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Note: Save your information frequently. System has a 20- minute time out (clock is located in upper right hand corner) and entries will be

Funding Announcement

1. Select the Funding Announcement tab from across the top of the screen. You will be transferred to the Funding Announcement Search screen.

System will time out at: 10:55:32 AM
Remaining time: 19:56

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | **Funding Announcement** | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area:

Funding Stream:

Plan Year:

Status:

Search

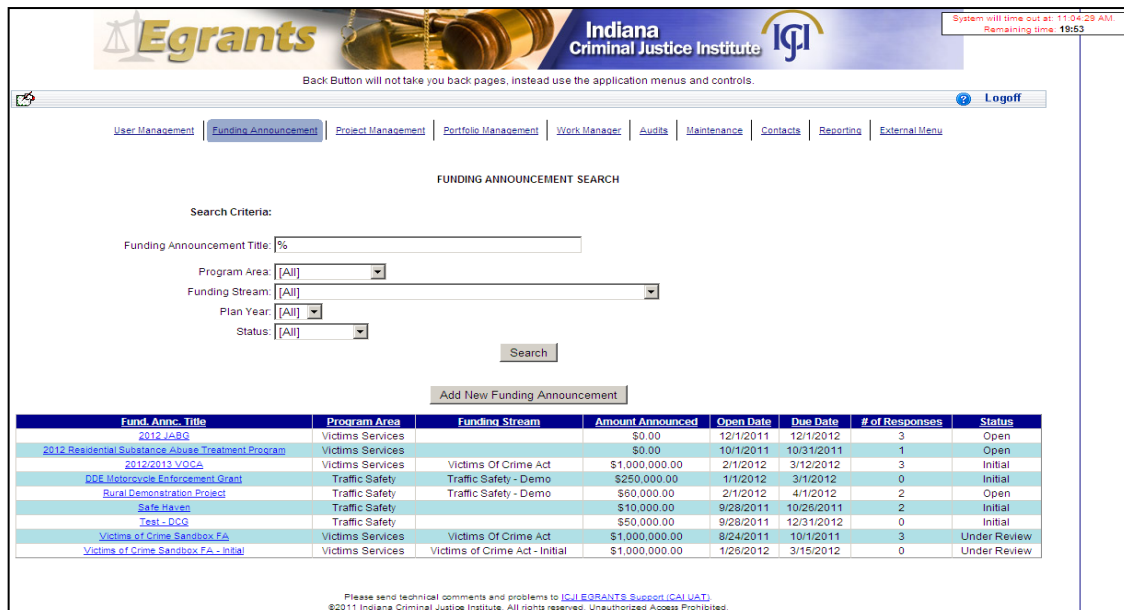
Add New Funding Announcement

| Fund. Ann. Title | Program Area | Funding Stream | Amount Announced | Open Date | Due Date | # of Responses | Status |
|------------------|--------------|----------------|------------------|-----------|----------|----------------|--------|
|------------------|--------------|----------------|------------------|-----------|----------|----------------|--------|

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2. Perform Search to determine if Funding Announcement already exists.

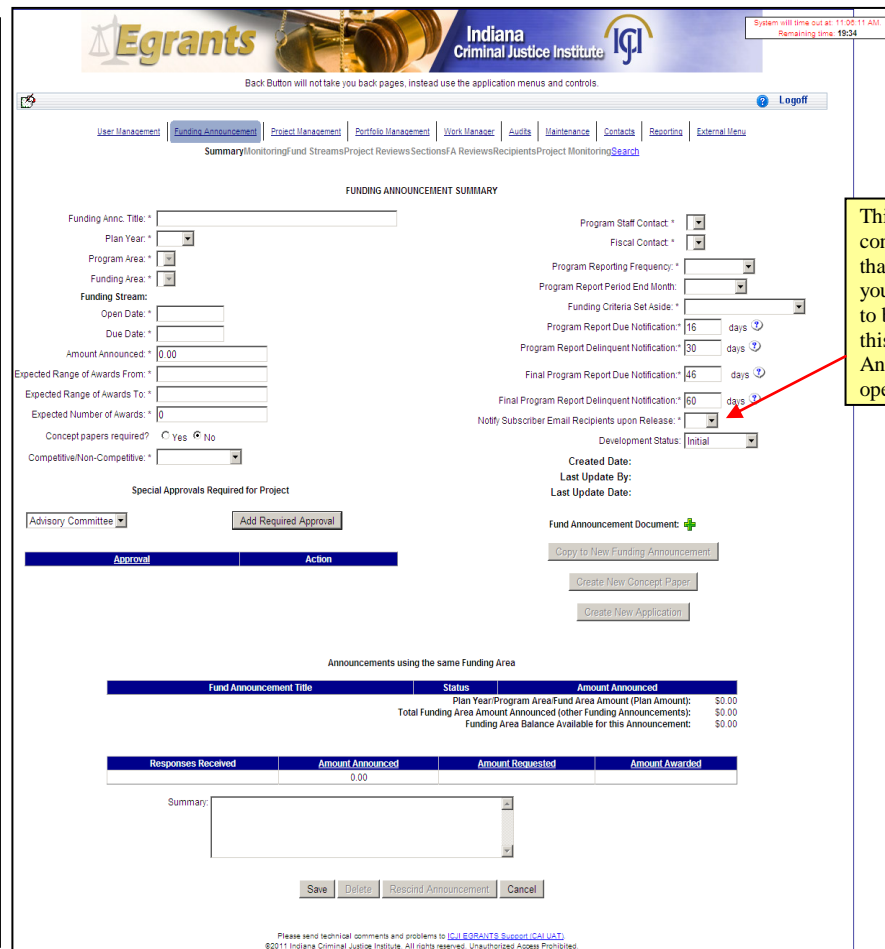
3. To create a new Funding Announcement, click on the Add New Funding Announcement button.



4. The Funding Announcement Summary screen will appear.

Fill in all fields marked with an asterisk, which indicates a required field for data.

- Enter a Title.
- Enter a Plan Year. Use the year the Commission approved the funding.
- Select a Program Area. If an appropriate one is not available, see Fiscal Staff to add another Program Area.
- Select a Funding Area. The drop down menu will show only Funding Area options that are linked to the Program Area selected in c. above. Select the initiative that was identified in the funding plan by the Commission. Note: DCSI unassigned should never be selected. See Fiscal Staff, if the appropriate Funding Area is not available.
- Enter Open Date. This is the first date applicants may apply.
- Enter Due Date. This is the last date applicants may apply.
- Enter Amount Announced. This is the total amount available for distribution.
- Enter Expected Range of Awards From. This is the minimum amount of award to be funded to a subgrantee.
- Enter Expected Range of Awards To. This is the maximum amount of the award to be funded to a subgrantee.
- Enter the Expected Number of Awards anticipated.



This screen now contains a dropdown that you can select if you want subscribers to be notified when this Funding Announcement is opened.

- k. Select between **yes** and **no** for Concept Paper Required.
- l. Select between Competitive and Non-Competitive based
- m. Enter Program Staff Contact by selecting from the drop down menu provided.
- n. Enter Fiscal Staff Contact by selecting from the drop down menu provided. Refer to attached chart or updated charts as they become available, for correct Fiscal Staff assignments.
- o. Select the appropriate Program Reporting Frequency from the drop down menu.
- p. Select the Funding Criteria Set Aside from the drop down menu. Note: this is usually none.
- q. The Development Status automatically moves to Open or Closed at the appropriate time.
- r. Attach the Funding Announcement, a WORD Document that is created separately, by clicking on the Browse button and selecting the appropriate Word Document as you do when attaching a file to E- mail. **Please note: This field will look blank; however, the previously disabled Preview button is now enabled and is an indicator that a WORD Document is attached. You can view the WORD Document by clicking on the Preview button.**
- s. At the bottom of the screen, although not marked as required, enter text in the Summary to reflect the purpose of the Funding Announcement. **Please note: Failure to do this will result in nothing being displayed for the Subgrantees on their end.**
- t. To the left and slightly above the Summary you can select Special Approvals Required For Project. Click on the Add Required Approval button to stipulate Advisory Committee Approval of the Funding of Projects Announcement.
- u. Click on the Save button at the bottom of the screen. You will note that additional tabs at the top of the screen, previously faded, will now be available to you and include: Monitoring, Funding Streams, Project Review, Sections, FA Review, Recipients, and Search.

Egrants Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Summary | Monitoring | Fund Streams | Project Reviews | Sections | FA Reviews | Recipients | Project Monitoring | Search

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title:

Plan Year:

Program Area:

Funding Area:

Funding Stream:

Open Date:

Due Date:

Amount Announced:

Expected Range of Awards From:

Expected Range of Awards To:

Expected Number of Awards:

Concept papers required? ☐ Yes ☒ No

Competitive/Non-Competitive:

Special Approvals Required for Project

Advisory Committee

Program Staff Contact:

Fiscal Contact:

Program Reporting Frequency:

Program Report Period End Month:

Funding Criteria Set Aside:

Program Report Due Notification: days

Program Report Delinquent Notification: days

Final Program Report Due Notification: days

Final Program Report Delinquent Notification: days

Notify Subscriber Email Recipients upon Release:

Development Status:

Created Date:

Last Update By:

Last Update Date:

Fund Announcement Document:

Announcements using the same Funding Area

| Fund Announcement Title | Status | Amount Announced |
|--|--------|------------------|
| Plan Year/Program Area/Fund Area Amount (Plan Amount): | | \$0.00 |
| Total Funding Area Amount Announced (other Funding Announcements): | | \$0.00 |
| Funding Area Balance Available for this Announcement: | | \$0.00 |

| Responses Received | Amount Announced | Amount Requested | Amount Awarded |
|--------------------|------------------|------------------|----------------|
| | 0.00 | | |

Summary:

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Note: If while creating the Funding Announcement the amount announced exceeds the available amount for the Funding Area, you will received a message at the top of the screen in red text. You will be directed to place a checkmark in the Allow Fund Announcement to Exceed Plan Year/Program Area/Funding Area Allocation checkbox to indicate you want to save the Funding Announcement with a potential over allocation. If the amount was entered in error, go back and reduce the Amount Announced. If you are uncertain about the over allocation, check with Fiscal Staff.

Monitoring

1. Select the Monitoring hyperlink. The Monitoring Report Components screen appears.

Select from various categories: Performance Measures, Additional Information, Attachments, and Other Standard Questions. **Note:** All monitoring sections must now be marked as configured in order for the announcement to be opened. You must go into every section and save it as final.

System will time out at: 09:30:30 AM. Remaining time: 19:32

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | **Funding Announcement** | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Summary | **Monitoring** | Fund Streams | Project Reviews | Sections | FA Reviews | Recipients | Project Monitoring | Search

Annnc. Title: Victims of Crime Sandbox FA Funding Area: Victims of Crime Act
Program Area: Victims Services Due Date: 10/1/2011

PROGRAM REPORTS

| Monitoring Report Components | Status |
|--|------------|
| Additional Information | Configured |
| Attachments | Configured |
| Other Standard Questions | Configured |

Completion Status: Configured

Report Definitions

| Actions | Phase | Effective Date | Creator | Last Updated By | Status | Sections |
|---------|---------|----------------|--------------------|-----------------|------------|----------|
| | Initial | 08/23/2011 | Mr. Barry E. Reber | Sir Barry Reber | Configured | 3 |

[Create Report Definition](#)

[Save as Draft](#) [Save as Final](#)

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2. Select Additional Information. Add any information required. Click on the Save as Final button or click on Cancel if you determine not to configure this category. You will be transferred back to the Monitoring Report Components screen shown above.

System will time out at: 09:32:32 AM. Remaining time: 19:53

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | **Funding Announcement** | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Summary | **Monitoring** | Fund Streams | Project Reviews | Sections | FA Reviews | Recipients | Project Monitoring | Search

Annnc. Title: Victims of Crime Sandbox FA Funding Area: Victims of Crime Act
Program Area: Victims Services Due Date: 10/1/2011

ADDITIONAL INFORMATION

Filter Criteria:
Type: [All]
Status: [All]
Selected Indicator: [All]

Completion Status: Configured
Last Update By: Sir Barry Reber
Last Update Date: 8/23/2011 1:47:13 PM

[Add New Information Question](#)

| | | Victims Services | | | |
|--------------------------|----|------------------|---------------------------|--------------------------|--|
| | ID | Status | Question | Required | |
| <input type="checkbox"/> | 1 | Active | Do you need this service? | <input type="checkbox"/> | |

[Save as Draft](#) [Save as Final](#) [Cancel](#)

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Note: To add a new Information Question, click on the Add New Information Question.

Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 09:34:13 AM
Remaining time: 19:49

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Summary](#) | [Monitoring](#) | [Fund Streams](#) | [Project Reviews](#) | [Sections](#) | [FA Reviews](#) | [Recipients](#) | [Project Monitoring](#) | [Search](#)

Annnc. Title: Victims of Crime Sandbox FA Funding Area: Victims of Crime Act
Program Area: Victims Services Due Date: 10/1/2011

ADDITIONAL INFORMATION MAINTENANCE

ID:
Type: *
Status: * Active
Question: *

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You will be transferred to the Additional Information Maintenance screen.

Enter required information, click on Save and return to the previous screen.

3. Select Attachments. Add any information required. Click on the Save as Final button or click on Cancel if you determine not to configure this category. You will be transferred back to the Monitoring Report Components screen.

Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 09:45:28 AM
Remaining time: 19:55

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Summary](#) | [Monitoring](#) | [Fund Streams](#) | [Project Reviews](#) | [Sections](#) | [FA Reviews](#) | [Recipients](#) | [Project Monitoring](#) | [Search](#)

Annnc. Title: Victims of Crime Sandbox FA Funding Area: Victims of Crime Act
Program Area: Victims Services Due Date: 10/1/2011

ATTACHMENTS

Filter Criteria
Client Information Type: [All]
Status: [All]
Selected Indicator: [All]

Completion Status: Configured
Last Update By: Sir Barry Reber
Last Update Date: 9/23/2011 1:49:22 PM

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To add a new attachment description, click on Add New Attachment Description.

Egrants Indiana Criminal Justice Institute ICI

System will time out at: 10:51:28 AM
Remaining time: 19:56

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) [Funding Announcement](#) [Project Management](#) [Portfolio Management](#) [Work Manager](#) [Audits](#) [Maintenance](#) [Contacts](#) [Reporting](#) [External Menu](#)

[Summary](#) [Monitoring](#) [Fund Streams](#) [Project Reviews](#) [Sections](#) [FA Reviews](#) [Recipients](#) [Project Monitoring](#) [Search](#)

Ann. Title: Victims of Crime Sandbox FA Funding Area: Victims of Crime Act
Program Area: Victims Services Due Date: 10/1/2011

ATTACHMENTS MAINTENANCE

Attachment Name: *
Type: *
Status: *
Description: *

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Complete the required information and click on Save.

4. Select Other Standard Questions. Add any information required. Click on the Save as Final button or click on Cancel if you determine not to configure this category. You will be transferred back to the Monitoring Report Components.

Egrants Indiana Criminal Justice Institute ICI

System will time out at: 10:57:11 AM
Remaining time: 19:05

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) [Funding Announcement](#) [Project Management](#) [Portfolio Management](#) [Work Manager](#) [Audits](#) [Maintenance](#) [Contacts](#) [Reporting](#) [External Menu](#)

[Summary](#) [Monitoring](#) [Fund Streams](#) [Project Reviews](#) [Sections](#) [FA Reviews](#) [Recipients](#) [Project Monitoring](#) [Search](#)

Ann. Title: Victims of Crime Sandbox FA Funding Area: Victims of Crime Act
Program Area: Victims Services Due Date: 10/1/2011

OTHER STANDARD QUESTIONS

Filter Criteria
Status: [All]
Selected Indicator: [All]

Completion Status: Configured
Last Update By: Sir Barry Reber
Last Update Date: 8/23/2011 2:04:57 PM

| Select All | ID | Status | Questions |
|-------------------------------------|----|--------|--------------------------|
| <input checked="" type="checkbox"/> | 1 | Active | Other Standard Questions |

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To add a new standard question, click on Add New Standard Question.

Egrants **Indiana Criminal Justice Institute** **IGI**

System will time out at: 11:23:50 AM
Remaining time: 19:56

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcements](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audit](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Summary](#) | [Monitoring](#) | [Fund Streams](#) | [Project Reviews](#) | [Sections](#) | [FA Reviews](#) | [Recipients](#) | [Project Monitoring](#) | [Search](#)

Ann. Title: Victims of Crime Sandbox FA Funding Area: Victims of Crime Act
Program Area: Victims Services Due Date: 10/1/2011

OTHER STANDARD QUESTIONS MAINTENANCE

ID:

Status: *

Question: *

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You will be transferred to the Other Standard Questions Maintenance screen. Complete required information and click on the Save button.

Funding Stream

1. Select the Funding Streams hyperlink from the top of the screen.

System will time out at: 11:31:01 AM.
Remaining time: 19:48

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Fiscal Maintenance](#) [Fiscal Tracking](#) [Program Allocation](#) [Program Maintenance](#)

MAINTENANCE OPTIONS

[Funding Stream Maintenance](#)
[Funding Award Maintenance](#)

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2. The Funding Stream Maintenance Listing screen appears.

System will time out at: 11:35:13 AM.
Remaining time: 18:36

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Fiscal Maintenance](#) [Fiscal Tracking](#) [Program Allocation](#) [Program Maintenance](#)

FUNDING STREAM MAINTENANCE LISTING

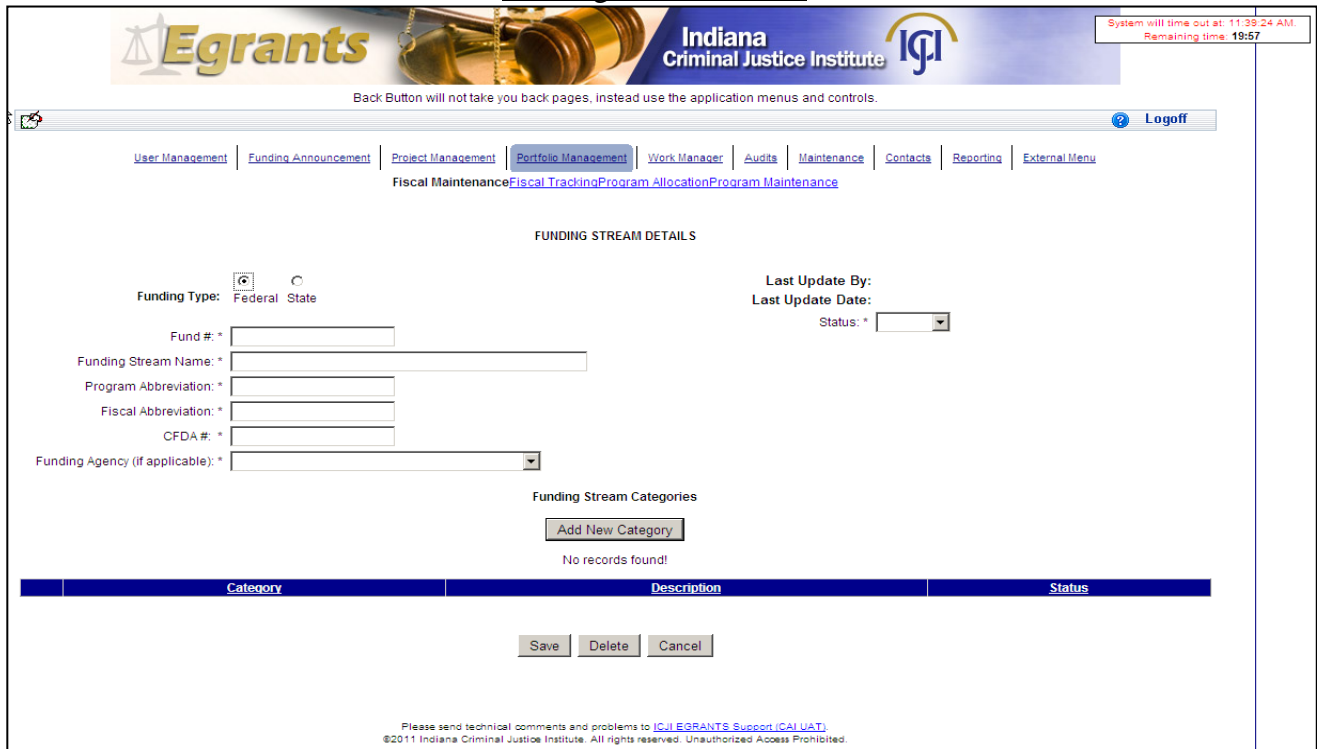
[Add New Funding Stream](#)

| FundStream Name | Short Name | Type |
|--|------------|---------|
| Community Policing Professional Program | CPPP | Federal |
| COPS Methamphetamine Initiative Grants | COPS-MIG | Federal |
| EUDL Underage Drinking | EUDL | Federal |
| Forensic Science Improvement Program | FSIP | Federal |
| ISAS Grant | ISAS | Federal |
| JABG Block Grant | JABG | Federal |
| JAG | JAG | Federal |
| JP Title V Incentive | Title V | Federal |
| National Criminal History Improvement Program | NCHIP | Federal |
| Project Safe Neighborhood Anti-Gang Ind.-Marion County | PSN-AG IM | Federal |
| Project Safe Neighborhood Anti-Gang North | PSN-AG N | Federal |
| Project Safe Neighborhood Anti-Gang South | PSN-AG S | Federal |
| Project Safe Neighborhood North | PSN-N | Federal |
| Project Safe Neighborhood South | PSN-S | Federal |
| Recovery Act Byrne JAG | ARRA-JAG | Federal |
| Residential Substance Abuse Treatment of State Prisoners Program | RSAT-SP | Federal |
| Safe Haven | SH | State |
| Safe Schools | SSCA | Federal |
| STOP | STOP | Federal |
| TITLE I FORMULA GRANT | Title II | Federal |
| Traffic Safety - Demo | TS - Demo | Federal |
| Victims Of Crime Act | VOCA | Federal |
| Victims of Crime Act - Initial | VOCA Init | Federal |
| VOCA Victims Assistance | VOCA-VA | Federal |
| VOCA Victims Compensation | VOCA-VC | Federal |

[Cancel](#)

3. Click on the Add New Funding Stream button.

4. You will be transferred to the Funding Stream Details screen.

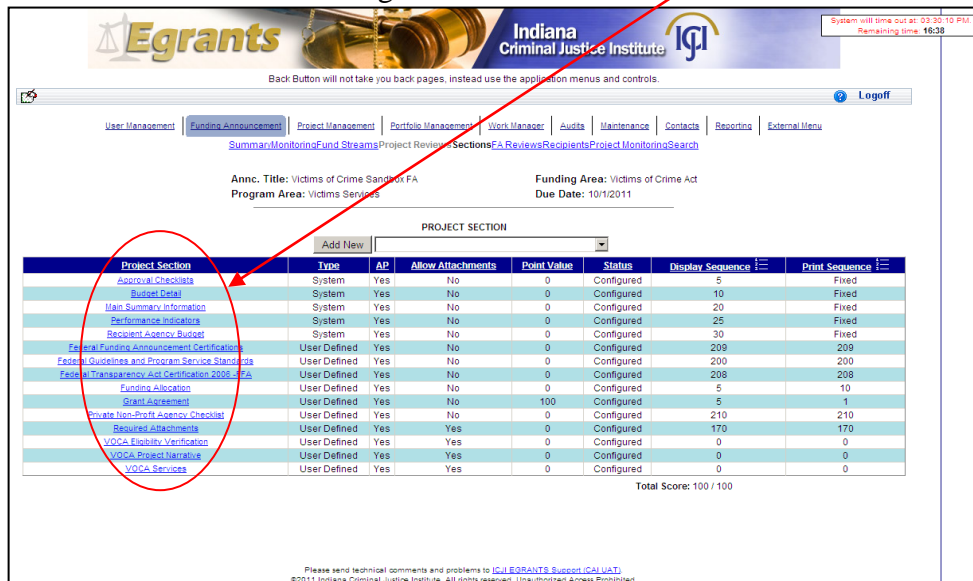


- a. Enter available fields.
- b. Add Category. Click on the Save button.

Sections




Please note: Sections should match the Word Document of the Funding Announcement. Point Values must match what was sent to subgrantees.

1. Select the Funding Announcement.



2. Click on the Sections hyperlink at the top of the screen.

System will time out at: 03:42:30 PM.
Remaining time: 19:05

Back Button will not take you back pages, instead use the application menus and controls.

? Logoff

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Summary](#) | [Monitoring](#) | [Fund Streams](#) | [Project Review](#) | [Sections](#) | [A Reviews](#) | [Recipients](#) | [Project Monitoring](#) | [Search](#)

FUNDING ANNOUNCEMENT SUMMARY

Funding Ann. Title: *

Plan Year: *

Program Area: *

Funding Area: *

Funding Stream: [VOCA Init](#)

Open Date: *

Due Date: *

Amount Announced: *

Expected Range of Awards From: *

Expected Range of Awards To: *

Expected Number of Awards: *

Concept papers required? ☐ Yes ☒ No

Competitive/Non-Competitive: *

Program Staff Contact: *

Fiscal Contact: *

Program Reporting Frequency: *

Program Report Period End Month:

Funding Criteria Set Aside: *

Program Report Due Notification: * days

Program Report Delinquent Notification: * days

Final Program Report Due Notification: * days

Final Program Report Delinquent Notification: * days

Notify Subscriber Email Recipients upon Release: *

Development Status:

Created Date: 8/25/2011 6:44:11 AM

Last Update By: Sir Barry Reber

Last Update Date: 10/18/2011 2:37:37 PM

Special Approvals Required for Project

| Approval | Action |
|--------------------|---------------------------------------|
| Advisory Committee | <input type="button" value="Remove"/> |

Announcements using the same Funding Area

| Fund Announcement Title | Status | Amount Announced |
|--|--------|------------------|
| 2012 JABG | Open | \$0.00 |
| 2012 Residential Substance Abuse Treatment Program | Open | \$0.00 |
| Plan Year/Program Area/Fund Area Amount (Plan Amount): | | \$1,000,000.00 |
| Total Funding Area Amount Announced (other Funding Announcements): | | \$0.00 |
| Funding Area Balance Available for this Announcement: | | \$1,000,000.00 |

| Responses Received | Amount Announced | Amount Requested | Amount Awarded |
|--------------------|------------------|------------------|----------------|
| 0 | 1,000,000.00 | 0.00 | 0.00 |

Summary:

Fund Announcement Document: +

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3. The Project Section screen appears. This screen and supporting screens create the scoring percentages for the application. When creating a funding announcement, you must go into every section of monitoring and the application and mark each one as complete or configured in order for the announcement to be opened. All sections must be saved as final. **If you are scoring the sections, the score must match the Funding Announcement. If you are not scoring a section or any sections, make the percentage zero.**

System will time out at: 03:39:34 PM
Remaining time: 19:40

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | **Funding Announcement** | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Summary/Monitoring/Fund Streams/Project Reviews/Sections/FA Reviews/Recipients/Project Monitoring/Search

Ann. Title: Victims of Crime Sandbox FA - Initial Funding Area: Victims of Crime Act - Initial
Program Area: Victims Services Due Date: 3/15/2012

PROJECT SECTION

Add New

| Project Section | Type | AP | Allow Attachments | Point Value | Status | Display Sequence | Print Sequence |
|---|--------------|-----|-------------------|-------------|------------|------------------|----------------|
| Approval Checklists | System | Yes | No | 0 | Configured | 5 | Fixed |
| Budget Detail | System | Yes | No | 0 | Configured | 10 | Fixed |
| Main Summary Information | System | Yes | No | 0 | Configured | 20 | Fixed |
| Performance Indicators | System | Yes | No | 0 | Configured | 25 | Fixed |
| Recipient Agency Budget | System | Yes | No | 0 | Configured | 30 | Fixed |
| Federal Funding Announcement Certifications | User Defined | Yes | No | 100 | Configured | 209 | 209 |

Total Score: 100 / 100

Note: You can add new sections via the Add New button, or separately by working with the system administrator.

4. Click on the Budget Detail hyperlink.
The Concept Paper Budget Section Detail screen appears.

- a. Enter a Point Value for the Budget Detail screen.
- b. Determine if Continuations are available.
Continuations are only available for DCSI funding where there is an assumption of cost. It is not a continuation if they reapply each year.
- c. Enter the Number of Budget Periods Required.
- d. Enter Detail Budget Provided by by selecting from the dropdown menu.
- e. Select Yes or No to determine whether or not Multiple Recipient/Allocation Agencies are allowed.
It is generally the Recipient Agencies rather than Allocation Agencies that is selected.

System will time out at: 03:49:29 PM
 Remaining time: 19:44

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)
[Summary/Monitoring/Fund Streams](#) | [Project Reviews](#) | [Sections](#) | [FA Reviews](#) | [Recipients](#) | [Project Monitoring](#) | [Search](#)

Ann. Title: Victims of Crime Sandbox FA - Initial
 Program Area: Victims Services

Funding Area: Victims of Crime Act - Initial
 Due Date: 3/15/2012

CONCEPT PAPER BUDGET SECTION DETAIL

Point Value: * / 100

Continuations Available: *

Number of Budget Periods Required: *

Number of Budget Periods Eligible: 1

Detail Budget Provided by:

Allow Multiple Recipient/Allocation Agencies:

Completion Status: Configured

Last Updated By: Sir Barry Reber

Last Updated On: 10/18/2011 2:37:37 PM

Matching Funds Requirements

| Match Percent | Year 1 |
|---------------|--|
| Federal | <input type="text" value="By Source"/> |
| State | <input type="text" value="By Source"/> |
| Interest | <input type="text" value="0%"/> |

Fiscal Report Category Detail Entry Required

| PHASE | AVAILABLE |
|-------------------------------|-------------------------------------|
| Budget Category Selections | |
| CATEGORY | AVAILABLE |
| Personnel | <input checked="" type="checkbox"/> |
| Employee Benefits | <input checked="" type="checkbox"/> |
| Travel (Including Training) | <input checked="" type="checkbox"/> |
| Equipment | <input checked="" type="checkbox"/> |
| Supplies & Operating Expenses | <input checked="" type="checkbox"/> |
| Consultants | <input checked="" type="checkbox"/> |
| Construction | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Funding Source Selections

| SOURCE | AVAILABLE |
|--------------------------|-------------------------------------|
| Federal | <input checked="" type="checkbox"/> |
| State | <input type="checkbox"/> |
| Project Income | <input type="checkbox"/> |
| Interest | <input type="checkbox"/> |
| State Match | <input type="checkbox"/> |
| Cash Match (New Approp.) | <input checked="" type="checkbox"/> |
| In-Kind Match | <input checked="" type="checkbox"/> |
| Project Income Match | <input type="checkbox"/> |

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Note: What you enter here will configure Fiscal Reports that subgrantees will be required to complete later.

- f. Complete the Matching Fund Requirements section.
- g. Select the appropriate Budget Category Selections for subgrantees to respond to.
- h. Select the appropriate Funding Source Selections for subgrantees to respond to.
- i. Click on Save as Final. You will be redirected back to the Project Section screen shown on the next page.

5. Click on the Main Summary Information hyperlink.

Egrants Indiana Criminal Justice Institute ICI

System will time out at: 04:05:59 PM. Remaining time: 12:06

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

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Ann. Title: Victims of Crime Sandbox FA - Initial Funding Area: Victims of Crime Act - Initial
Program Area: Victims Services Due Date: 3/15/2012

PROJECT SECTION

Add New

| Project Section | Type | AP | Allow Attachments | Point Value | Status | Display Sequence | Print Sequence |
|---|--------------|-----|-------------------|-------------|------------|------------------|----------------|
| Approval Checklists | System | Yes | No | 0 | Configured | 5 | Fixed |
| Budget Detail | System | Yes | No | 0 | Configured | 10 | Fixed |
| Main Summary Information | System | Yes | No | 0 | Configured | 20 | Fixed |
| Performance Indicators | System | Yes | No | 0 | Configured | 25 | Fixed |
| Recipient Agency Budget | System | Yes | No | 0 | Configured | 30 | Fixed |
| Federal Funding Announcement Certifications | User Defined | Yes | No | 100 | Configured | 209 | 209 |

Total Score: 100 / 100

6. A Project Section Detail screen appears.

Egrants Indiana Criminal Justice Institute ICI

System will time out at: 04:15:32 PM. Remaining time: 19:55

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

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Ann. Title: Victims of Crime Sandbox FA - Initial Funding Area: Victims of Crime Act - Initial
Program Area: Victims Services Due Date: 3/15/2012

PROJECT SECTION DETAIL

Section Name: Main Summary Information Completion Status: Configured
Point Value: * 0 /100 Last Updated By: Sir Barry Reber
Last Updated On: 10/7/2011 1:45:03 PM

Keywords:
☒ All
☐ Selected

Add Keyword

| Action | Name |
|--------|------|
|--------|------|

Save As Draft Save As Final Delete Cancel

- a. Enter a Point Value, if appropriate.
b. Click on Save. You will be redirected back to the Project Section screen.

7. Click on the Recipient Agency Budget hyperlink.

System will time out at: 04:05:59 PM.
Remaining time: 12:06

Back Button will not take you back pages, instead use the application menus and controls.

Egrants Indiana Criminal Justice Institute **IJI**

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Annc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services

Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

PROJECT SECTION

[Add New](#)

| Project Section | Type | AP | Allow Attachments | Point Value | Status | Display Sequence | Print Sequence |
|---|--------------|-----|-------------------|-------------|------------|------------------|----------------|
| Approval Checklists | System | Yes | No | 0 | Configured | 5 | Fixed |
| Budget Detail | System | Yes | No | 0 | Configured | 10 | Fixed |
| Main Summary Information | System | Yes | No | 0 | Configured | 20 | Fixed |
| Performance Indicators | System | Yes | No | 0 | Configured | 25 | Fixed |
| Recipient Agency Budget | System | Yes | No | 0 | Configured | 30 | Fixed |
| Federal Funding Announcement Certifications | User Defined | Yes | No | 100 | Configured | 209 | 209 |

Total Score: 100 / 100

8. A Project Section Detail screen appears.

System will time out at: 04:18:38 PM.
Remaining time: 19:49

Back Button will not take you back pages, instead use the application menus and controls.

Egrants Indiana Criminal Justice Institute **IJI**

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Annc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services

Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

PROJECT SECTION DETAIL

Section Name: Recipient Agency Budget
Completion Status: Configured




Point Value: * /100
Last Updated By: Ms. Christy Huston

Description: * Recipient Agency Budget
Last Updated On: 9/27/2011 9:09:40 AM

[Save As Draft](#) [Save As Final](#) [Delete](#) [Cancel](#)

- Enter a Point Value, if appropriate.
- Click on Save. You will be redirected back to the Project Section screen.

9. Click on the Approval Checklists hyperlink.

   System will time out at: 04:05:59 PM. Remaining time: 12:06

Back Button will not take you back pages, instead use the application menus and controls. [Logoff](#)

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Annnc. Title: Victims of Crime Sandbox FA - Initial Funding Area: Victims of Crime Act - Initial
Program Area: Victims Services Due Date: 3/15/2012

PROJECT SECTION

| Project Section | Type | AP | Allow Attachments | Point Value | Status | Display Sequence | Print Sequence |
|---|--------------|-----|-------------------|-------------|------------|------------------|----------------|
| Approval Checklists | System | Yes | No | 0 | Configured | 5 | Fixed |
| Budget Detail | System | Yes | No | 0 | Configured | 10 | Fixed |
| Main Summary Information | System | Yes | No | 0 | Configured | 20 | Fixed |
| Performance Indicators | System | Yes | No | 0 | Configured | 25 | Fixed |
| Recipient Agency Budget | System | Yes | No | 0 | Configured | 30 | Fixed |
| Federal Funding Announcement Certifications | User Defined | Yes | No | 100 | Configured | 209 | 209 |

Total Score: 100 / 100

10. A Project Section Approval Checks Detail screen appears.




System will time out at: 04:20:41 PM.
 Remaining time: 13:01

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

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Annnc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services

Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

PROJECT SECTION APPROVAL CHECKS DETAIL

Section Name: Approval Checklists
Point Value: * /100

Completion Status: Configured
Last Update By: Ms. Christy Huston
Last Update Date: 9/27/2011 9:08:35 AM

Filter Criteria
Status: [All]
Selected Indicator: [All]

| Select All Remove All | Name | Status | Question | Required |
|--------------------------|--------------|----------|--|----------|
| <input type="checkbox"/> | Question 2 | Inactive | Is the equipment inventory included with this subgrant application? | No |
| <input type="checkbox"/> | Question 3 | Inactive | Are the Privacy Certificates as to Confidentiality of Identifiable Research and Statistical Data attached? | No |
| <input type="checkbox"/> | Question 4 | Inactive | Is the Local Policy Board Certification attached? | No |
| <input type="checkbox"/> | Question 5 | Inactive | Is the listing of local Prevention Policy Board members attached? | No |
| <input type="checkbox"/> | Question 6 | Inactive | Is the listing of Community Key Leaders attached? | No |
| <input type="checkbox"/> | Question 7 | Inactive | Is the Prevention Policy Board Certification attached? | No |
| <input type="checkbox"/> | Question 8 | Inactive | Will the assistance requested have an impact or effect on the environment? | No |
| <input type="checkbox"/> | Question 9 | Inactive | Will the assistance requested cause the displacement of individuals, families, businesses or farms? | No |
| <input type="checkbox"/> | Question 10 | Inactive | Has this project been coordinated with the appropriate state and federal agencies? | No |
| <input type="checkbox"/> | Question 11 | Inactive | Does the project include the construction or renovation of any building? | No |
| <input type="checkbox"/> | Question 12 | Inactive | Does the applicant agency's annual budget include monies for any law enforcement agency that has and exercises arrest powers? If yes, please provide the following information: | No |
| | Question 12a | Inactive | Jurisdiction Name: | No |
| | Question 12b | Inactive | Police Department/Law Enforcement Agency Name: | No |
| | Question 12c | Inactive | Police Department/Law Enforcement Agency Contact Person/Chief: | No |
| | Question 12d | Inactive | Police Department/Law Enforcement Agency ORI Number: | No |
| <input type="checkbox"/> | Question 13 | Inactive | Does this agency regularly submit Uniform Crime Reports to the PA State Police? | No |
| <input type="checkbox"/> | Question 14 | Inactive | Does the applicant agency have any type of audit done regularly? | No |
| | Question 14a | Inactive | If yes, when was the last one completed? | No |
| <input type="checkbox"/> | Question 15 | Inactive | Is the applicant agency required to have an audit performed in accordance with the Single Audit Act? | No |
| | Question 15a | Inactive | If yes, when was the last one completed? | No |
| <input type="checkbox"/> | Question 16 | Inactive | For non-profits only, do the by-laws of the applicant agency require an annual audit? | No |
| <input type="checkbox"/> | Question 17 | Inactive | Does the applicant agency's Board of Directors regularly review the applicant agency's financial reports? | No |
| | Question 17a | Inactive | If yes, please provide the date of the last review. | No |
| <input type="checkbox"/> | Question 18 | Inactive | Does the Financial Officer listed in the Main Summary section have more than three years of experience? | No |
| <input type="checkbox"/> | Question 19 | Inactive | Does the Project Director listed in the Main Summary section have more than three years of experience? | No |
| <input type="checkbox"/> | Question 20 | Inactive | Does the applicant agency have a segregation of duties policy? | No |

Save As Draft
Save As Final
Cancel

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- a. Indicate which questions are required.
- b. Click on Save. You will be redirected back to the Project Section screen.

Add New Section

1. Select a new section title from the drop down menu of the Section Name field.

The screenshot shows the Egrants system interface. At the top, there's a header with the Egrants logo and the Indiana Criminal Justice Institute (ICJI) logo. Below the header, there's a navigation bar with various menu items. The main content area displays the 'Add New' button and a dropdown menu for 'PROJECT SECTION'. The dropdown menu is open, showing a list of project sections. A red arrow points to the dropdown menu.

Anncc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services
Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

PROJECT SECTION

Add New

| Project Section | Type | AP | Activity Areas | Display Sequence | Print Sequence |
|---|--------------|-----|------------------------------------|------------------|----------------|
| Approval Checklist | System | Yes | Audit Responsibilities | 5 | Fixed |
| Budget Detail | System | Yes | Basic Applicant Information | 10 | Fixed |
| Main Summary Information | System | Yes | Basic Information | 20 | Fixed |
| Performance Indicators | System | Yes | Budget Narrative | 25 | Fixed |
| Recipient Agency Budget | System | Yes | Chief Training Officer Information | 30 | Fixed |
| Federal Funding Announcement Certifications | User Defined | Yes | Civil Rights Responsibilities | 209 | 209 |
| Funding Allocation | User Defined | Yes | Coordinator Information | 5 | 10 |

Total Score: 100 / 100

2. Click on the **Add New** button

The screenshot shows the Egrants system interface. At the top, there's a header with the Egrants logo and the Indiana Criminal Justice Institute (ICJI) logo. Below the header, there's a navigation bar with various menu items. The main content area displays the 'Add New' button and a table of project sections. A red arrow points to the 'Add New' button.

Anncc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services
Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

PROJECT SECTION

Add New

| Project Section | Type | AP | Allow Attachments | Point Value | Status | Display Sequence | Print Sequence |
|---|--------------|-----|-------------------|-------------|----------------|------------------|----------------|
| Approval Checklist | System | Yes | No | 0 | Configured | 5 | Fixed |
| Budget Detail | System | Yes | No | 0 | Configured | 10 | Fixed |
| Main Summary Information | System | Yes | No | 0 | Configured | 20 | Fixed |
| Performance Indicators | System | Yes | No | 0 | Configured | 25 | Fixed |
| Recipient Agency Budget | System | Yes | No | 0 | Configured | 30 | Fixed |
| Federal Funding Announcement Certifications | User Defined | Yes | No | 100 | Configured | 209 | 209 |
| Funding Allocation | User Defined | Yes | No | 0 | Not Configured | 5 | 10 |

Total Score: 100 / 100

Egrants Indiana Criminal Justice Institute **IJI**

System will time out at: 08:19:15 AM. Remaining time: 17:33

Back Button will not take you back pages, instead use the application menus and controls.

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Annnc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services

Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

PROJECT SECTION DETAIL

Section Name: Activity Areas
Completion Status: Not Configured

Point Value: * /100
Last Updated By: Mr. David Gin

Documents Included: * ☒ Application
(Check all that apply)
Last Updated On: 11/22/2011 7:53:59 AM

Description: *

- Point Value will be a percentage between 0% and 100%.
- Enter appropriate text in the Description field.
- Click on Save. You will be redirected to the Project Section screen.
- Repeat these steps for any other project sections you wish to add.

Funding Announcement Review

A Task/Alert for review is created immediately so make sure this is the last thing you do. Otherwise, reviewers may begin reviewing the funding announcement before you are finished creating it.

- Within the Fund Announcement, click on the FA Reviews hyperlink.



2. The Funding Announcement Reviewers screen appears.

System will time out at: 08:35:28 AM.
Remaining time: 19:56

Back Button will not take you back pages, instead use the application menus and controls.

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Annc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services

Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

FUNDING ANNOUNCEMENT REVIEWERS

Review Area:

Required Reviewers (The following reviewers are required and must approve the fund announcement before it can be opened)

| Reviewer Name | Review Area | Review Status | Reviewed On | Comments | Action |
|---------------|-------------|---------------|-------------|----------|--------|
|---------------|-------------|---------------|-------------|----------|--------|

Additional Reviewers (Add any addition reviewers to ensure that every review area has at least one reviewer assigned)

| Reviewer Name | Review Area | Review Status | Reviewed On | Comments | Action |
|---------------------------------|-------------|---------------|-------------|----------|--------|
| Ms. Sarah Davis | Program | Under Review | | No | |

3. To assign a reviewer, select a review area from the drop-down list and click on Assign Reviewer.

System will time out at: 08:40:34 AM.
Remaining time: 19:55

Back Button will not take you back pages, instead use the application menus and controls.

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Annc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services

Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

FUNDING ANNOUNCEMENT REVIEWERS

Review Area:

Required Reviewers (The following reviewers are required and must approve the fund announcement before it can be opened)

| Reviewer Name | Review Area | Review Status | Reviewed On | Comments | Action |
|---------------|-------------|---------------|-------------|----------|--------|
|---------------|-------------|---------------|-------------|----------|--------|

Additional Reviewers (Add any addition reviewers to ensure that every review area has at least one reviewer assigned)

| Reviewer Name | Review Area | Review Status | Reviewed On | Comments | Action |
|---------------------------------|-------------|---------------|-------------|----------|--------|
| Ms. Sarah Davis | Program | Under Review | | No | |

- A list of potential reviewers and corresponding program areas will result.







System will time out at: 08:49:06 AM.
 Remaining time: 17:56

Back Button will not take you back pages, instead use the application menus and controls.



 **Logoff**

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Annc. Title: Victims of Crime Sandbox FA - Initial
Program Area: Victims Services

Funding Area: Victims of Crime Act - Initial
Due Date: 3/15/2012

FUNDING ANNOUNCEMENT REVIEWER SEARCH

Search Criteria:

Review Area: Fiscal
Last Name:
First Name:
Reviewer Group: [All]
Program Area: [All]

| | First Name | Last Name | Review Group | Program Area |
|--------------------------|------------|------------|--------------|---|
| <input type="checkbox"/> | Amanda | Alvey | | Traffic Safety, Victims Services |
| <input type="checkbox"/> | Ashley | Barnett | | Victims Services |
| <input type="checkbox"/> | Megan | Compton | | Drug and Crime, Victims Services |
| <input type="checkbox"/> | Sarah | Davis | | Victims Services |
| <input type="checkbox"/> | Help | Desk | | Drug and Crime, Generic, Traffic Safety, Victims Services |
| <input type="checkbox"/> | Stephanie | Edwards | | Drug and Crime, Traffic Safety, Victims Services, Youth Services |
| <input type="checkbox"/> | Joseph | Fistrovich | | Traffic Safety, Victims Services |
| <input type="checkbox"/> | David | Gin | | Drug and Crime, Traffic Safety, Victims Services |
| <input type="checkbox"/> | Terrie | Grantham | | Drug and Crime, Generic, Traffic Safety, Victims Services, Youth Services |
| <input type="checkbox"/> | Eval | Guy1 | | Generic, Traffic Safety, Victims Services |
| <input type="checkbox"/> | Beth | Hampshire | | Drug and Crime, Victims Services |
| <input type="checkbox"/> | Christy | Huston | | Victims Services |
| <input type="checkbox"/> | Dan | Jeffries | | Traffic Safety, Victims Services |
| <input type="checkbox"/> | Diane | Kelly | | Traffic Safety, Victims Services |
| <input type="checkbox"/> | Sharon | Langlotz | | Victims Services |
| <input type="checkbox"/> | Neil | Mahon | | Generic, Traffic Safety, Victims Services |
| <input type="checkbox"/> | Ryan | Miller | | Drug and Crime, Generic, Traffic Safety, Victims Services, Youth Services |
| <input type="checkbox"/> | Mary | Murdock | | Traffic Safety, Victims Services |
| <input type="checkbox"/> | Barry | Reber | | Drug and Crime, Generic, Traffic Safety, Victims Services, Youth Services |
| <input type="checkbox"/> | Joshua | Ross | | Victims Services |

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- Click on the box next to selected reviewer(s) and then click on the Add Selected Individuals button.

6. The Funding Announcement Reviewers screen will appear. **Note: Those individuals selected will be notified via Work Manager to review and approve the funding announcement.**

System will time out at: 09:22:30 AM. Remaining time: 4:56

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

User Management | **Funding Announcement** | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

SummanMonitoringFund StreamsProject ReviewsSectionsFA ReviewsRecipientsProject MonitoringSearch

Anncc. Title: Victims of Crime Sandbox FA - Initial Funding Area: Victims of Crime Act - Initial
Program Area: Victims Services Due Date: 3/15/2012

FUNDING ANNOUNCEMENT REVIEWERS

Review Area: Assign Reviewer

Create Default Reviewers Approve Announcement

Required Reviewers (The following reviewers are required and must approve the fund announcement before it can be opened)

| Reviewer Name | Review Area | Review Status | Reviewed On | Comments | Action |
|----------------------|-------------|---------------|-------------|----------|--------|
| Ms. Sarah Davis | Program | Under Review | | No | |
| Mr. Joseph Fitzroich | Fiscal | Under Review | | No | |
| Ryan Miller | Fiscal | Under Review | | No | |

Additional Reviewers (Add any addition reviewers to ensure that every review area has at least one reviewer assigned)

| Reviewer Name | Review Area | Review Status | Reviewed On | Comments | Action |
|----------------------|-------------|---------------|-------------|----------|--------|
| Ms. Sarah Davis | Program | Under Review | | No | |
| Mr. Joseph Fitzroich | Fiscal | Under Review | | No | |
| Ryan Miller | Fiscal | Under Review | | No | |

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Note: The status of the Funding Announcement is now Under Review.

- Required reviewers
- Additional reviewers

*It is important that before you select the designee for an Office Director that you are certain of whom that staff person is. *Their information must be entered, rather than the name of the Office Director, as another staff person cannot approve for the Office Director if the Office Director's name is already entered into the system as a required reviewer.*

7. When all required reviewers have approved the Funding Announcement, the Program Staff person will receive an alert through Work Manager that the Approval button is now enabled. Program Staff person must click on the Approve Announcement button.

System will time out at: 02:04:02 PM. Remaining time: 19:36

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

User Management | **Funding Announcement** | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

SummanMonitoringFund StreamsProject ReviewsSectionsFA ReviewsRecipientsProject MonitoringSearch

Anncc. Title: Victims of Crime Sandbox FA - Initial Funding Area: Victims of Crime Act - Initial
Program Area: Victims Services Due Date: 3/15/2012

FUNDING ANNOUNCEMENT REVIEWERS

Review Area: Assign Reviewer

Create Default Reviewers Approve Announcement

Approve Announcement Button

8. After all reviews are completed and the Funding Announcement is approved, the Development Status on Funding Announcement Summary screen switches to Approved, and then Open automatically when the open date arrives and the Funding Announcement is available to Subgrantees.

Egrants Indiana Criminal Justice Institute

System will time out at: 02:12:39 PM
Remaining time: 19:39

Back Button will not take you back pages, instead use the application menus and controls.

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FUNDING ANNOUNCEMENT SUMMARY

Funding Ann. Title: *

Plan Year: *

Program Area: *

Funding Area: *

Funding Stream: [VOCA link](#)

Open Date: *

Due Date: *

Amount Announced: *

Expected Range of Awards From: *

Expected Range of Awards To: *

Expected Number of Awards: *

Concept papers required? ☐ Yes ☒ No

Competitive/Non-Competitive: *

Program Staff Contact: *

Fiscal Contact: *

Program Reporting Frequency: *

Program Report Period End Month:

Funding Criteria Set Aside: *

Program Report Due Notification: * days

Program Report Delinquent Notification: * days

Final Program Report Due Notification: * days

Final Program Report Delinquent Notification: * days

Notify Subscriber Email Recipients upon Release: *

Development Status:

Created Date: 8/25/2011 6:44:11 AM
Last Update By: Mr. Barry E. Reber
Last Update Date: 11/22/2011 9:56:21 AM

Fund Announcement Document:

[Copy to New Funding Announcement](#)

[Create New Concept Paper](#)

[Create New Application](#)

Special Approvals Required for Project

| Approval | Action |
|--------------------|------------------------|
| Advisory Committee | Remove |

[Add Required Approval](#)

- a. Only Program Manager or Fiscal Manager roles can circumvent this process and change the Funding Announcement status.

Recipient

1. The Recipients is used to notify recipients of a funding announcement either as a letter or an email.

Egrants Indiana Criminal Justice Institute

System will time out at: 01:52:47 PM
Remaining time: 19:20

Back Button will not take you back pages, instead use the application menus and controls.

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You can Add Individual, Add Groups, Add Agencies or Remove Selected Recipients

Search

1. The Search hyperlink at the top of the screen allows you to search for an existing Funding Announcement.



The screenshot shows the 'FUNDING ANNOUNCEMENT SEARCH' page. At the top, there is a banner with the 'Egrants' logo and the Indiana Criminal Justice Institute (ICJI) logo. Below the banner, a message states: 'Back Button will not take you back pages, instead use the application menus and controls.' To the right, a system clock indicates 'System will time out at: 01:59:30 PM. Remaining time: 18:55'. A navigation bar contains links: User Management, Funding Announcement, Project Management, Portfolio Management, Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. Below this, a breadcrumb trail shows: Summary > Monitoring Fund Streams > Project Reviews > Sections > FA Reviews > Recipients > Project Monitoring > Search. The 'Search' link is circled in red, and a red arrow points from it to the 'Search' link in the top navigation bar.

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area:

Funding Stream:

Plan Year:

Status:

| Fund. Annc. Title | Program Area | Funding Stream | Amount Announced | Open Date | Due Date | # of Responses | Status |
|--|------------------|--------------------------------|------------------|-----------|------------|----------------|--------------|
| 2012 JABQ | Victims Services | | \$0.00 | 12/1/2011 | 12/1/2012 | 3 | Open |
| 2012 Residential Substance Abuse Treatment Program | Victims Services | | \$0.00 | 10/1/2011 | 10/31/2011 | 1 | Open |
| 2012/2013 VOCA | Victims Services | Victims Of Crime Act | \$1,000,000.00 | 2/1/2012 | 3/12/2012 | 3 | Initial |
| DDE Motorcycle Enforcement Grant | Traffic Safety | Traffic Safety - Demo | \$250,000.00 | 1/1/2012 | 3/1/2012 | 0 | Initial |
| Rural Demonstration Project | Traffic Safety | Traffic Safety - Demo | \$60,000.00 | 2/1/2012 | 4/1/2012 | 3 | Open |
| Safe Haven | Traffic Safety | | \$10,000.00 | 9/28/2011 | 10/26/2011 | 2 | Initial |
| Test - DCQ | Traffic Safety | | \$50,000.00 | 9/28/2011 | 12/31/2012 | 0 | Initial |
| Victims of Crime Sandbox FA | Victims Services | Victims Of Crime Act | \$1,000,000.00 | 8/24/2011 | 10/1/2011 | 3 | Open |
| Victims of Crime Sandbox FA - Initial | Victims Services | Victims of Crime Act - Initial | \$1,000,000.00 | 1/25/2012 | 3/15/2012 | 0 | Under Review |

Please send technical comments and problems to [ICJI EGRANTS Support \(ICJI UAT\)](#).
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